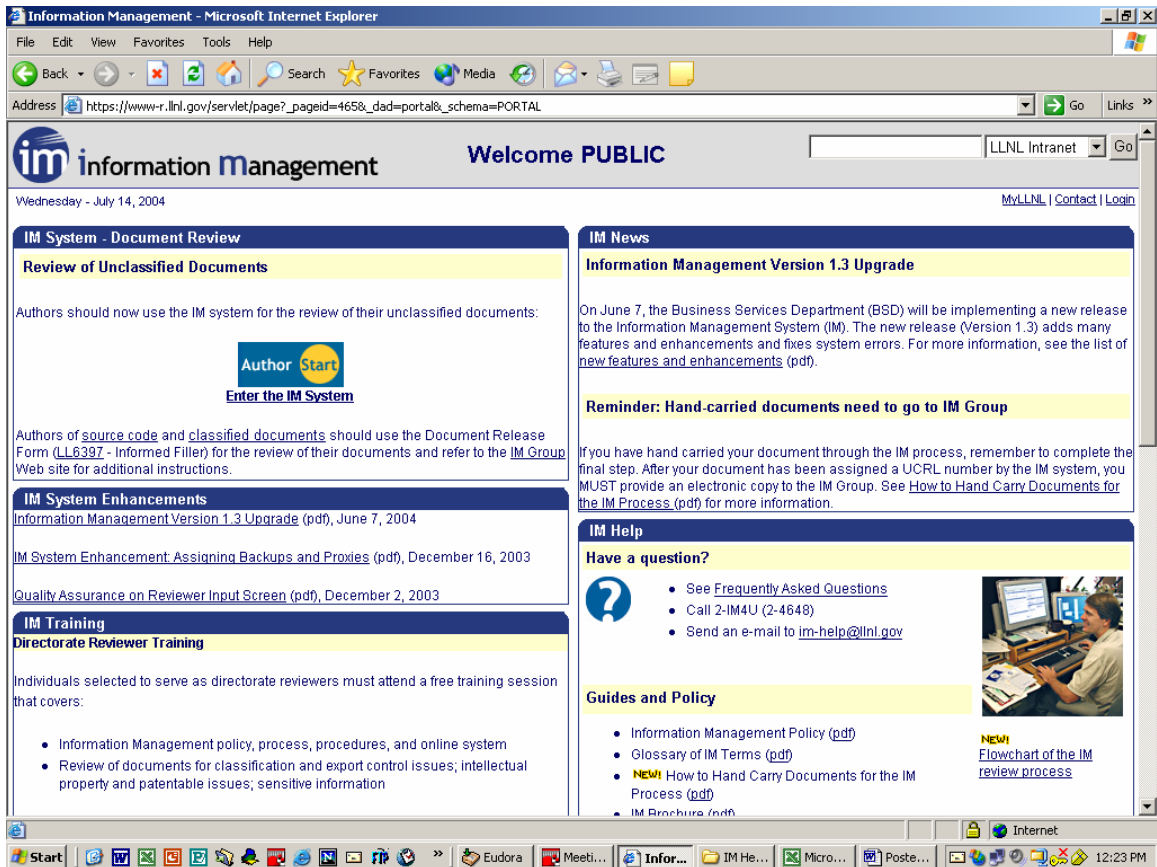


<http://www-r.llnl.gov>

The screenshot shows the MyLLNL intranet homepage as viewed in Microsoft Internet Explorer. The browser's address bar displays the URL: `https://www-r.llnl.gov/servlet/page?_pageid=54,568_dad=portal&_schema=PORTAL`. The page features a blue header with the MyLLNL logo and the text "Welcome PUBLIC". Below the header, there is a navigation bar with tabs for "Front Page", "News", "My Page", "Organizations", "ES&H", "Security", "Employee Center", "Bookshelf", "Services", "Res Mgt", and "Admin". The main content area is divided into several sections: "Shortcuts" on the left, "Special Announcements" at the top center, "Browse MyLLNL" in the center, and "Lab Contract Update" on the right. The "Shortcuts" section includes links to "LITE System", "Browse by Topics", "Cafe menus", "Information Management", "Jobs", "Library", "LLNL Home", "LTRAIN", "Security update", and "Travel". The "Special Announcements" section states "No current messages." The "Browse MyLLNL" section is organized into a grid with categories: "News/Events", "Organizations", "Employee Center", "Services", "Bookshelf", "Security", "Training/Education", "ES&H Program", and "Other Portals". The "Lab Contract Update" section features the University of California seal and a "Contract update" button. Below this, the "Homeland Security" section displays the "Current Threat Level" as "Elevated (yellow)" and lists "Survey Action Teams". The bottom of the page shows the Windows taskbar with various application icons and the system clock indicating 12:23 PM on July 14, 2004.

Click on **Information Management** on the left side of the screen in the “Shortcuts” box



Click on the **Author Start** to enter the IM system


Log in using your OUN and PAC, the same as your timecard in LITE





IM::Author Main Menu - Microsoft Internet Explorer

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Address <https://adjust-dev.llnl.gov/im/switch.do?prefix=/author&page=/welcome.do> Go Links »














IM #

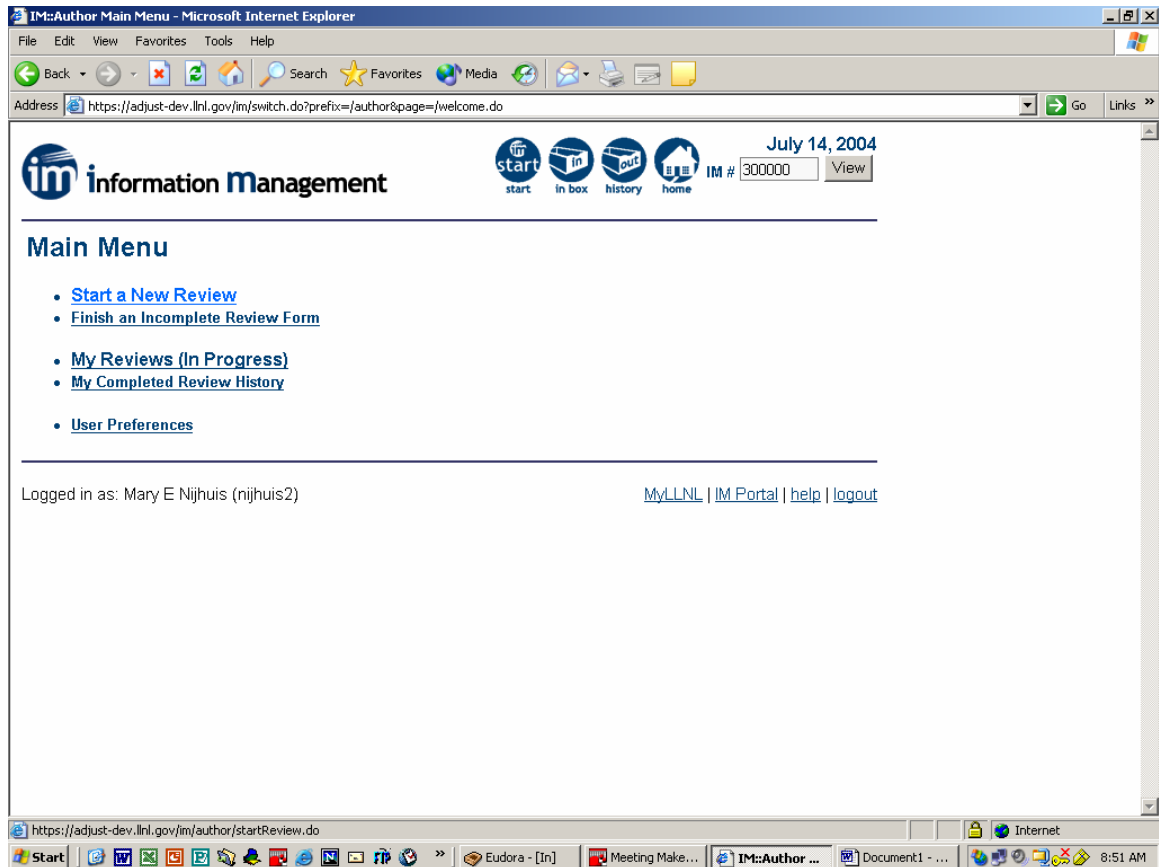
July 14, 2004

Main Menu

- [Start a New Review](#)
- [Finish an Incomplete Review Form](#)
- [My Reviews \(In Progress\)](#)
- [My Completed Review History](#)
- [User Preferences](#)

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Start |          8:50 AM



Click on **Start a New Review**

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Next

These questions are used to determine the types of review your document needs.

☐ This document was created under a Designated Unclassified Subject Area (DUSA).
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Indicate the intended audience for your document. Choose the widest audience.

☐ LLNL Employees / Supplemental Labor Employees (**restricted**)

☐ NNSA / DOE / Gov't Auditors / UC / LLNL Subcontractors / Nondisclosure Agreement Parties (**restricted**)

☐ External Audience (all others) (**unlimited**)

☐ This document does NOT contain scientific, technical or programmatic information (e.g., it is an administrative document). **Notes:** *If your document has an explicit association with Homeland Security issues, do not click this box. Consult with your ADC before proceeding.*

For which directorate is this document being reviewed? Choose one

☐ I have been working with a specific reviewer from the Office of Classification and Export Control (OCEC).

☐ I have been working with a specific reviewer from Industrial Partnerships and Commercialization (IPAC).

Next

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DUSA

The Department of Energy and LLNL Office of Classification and Export Control (OCEC) have established clearly defined subject areas that are generally void of classified or sensitive information. These subject areas—known as Designated Unclassified Subject Areas or DUSAs—are normally exempt from review by an [Authorized Derivative Classifier \(ADC\)](#). For information to be identified as a DUSA, it must fall into a defined [DUSA category](#). DUSAs are normally exempt from ADC review if they are clearly unclassified.

Administrative information is

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Ask your PI if this poster falls under a DUSA. If yes, then check this box and ask the PI which one.

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- ☐ LLNL Employees / Supplemental Labor Employees (**restricted**)
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For which directorate is this document being reviewed? Administration & Human Resources

• Select a department/division/program: TID

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DUSA

The Department of Energy and LLNL Office of Classification and Export Control (OCEC) have established clearly defined subject areas that are generally void of classified or sensitive information. These subject areas—known as Designated Unclassified Subject Areas or DUSAs—are normally exempt from review by an [Authorized Derivative Classifier](#) (ADC). For information to be identified as a DUSA, it must fall into a defined [DUSA category](#). DUSAs are normally exempt from ADC review if they are clearly unclassified.

Administrative information is

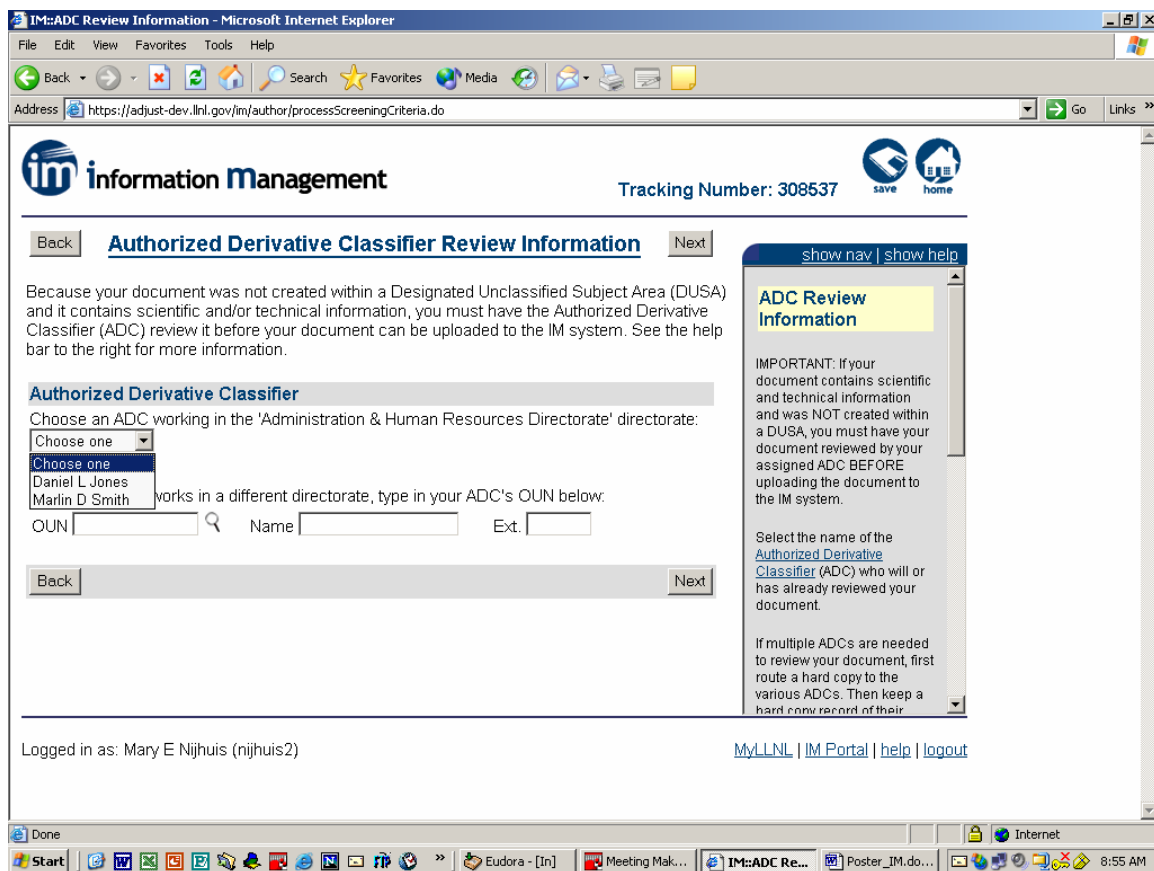
All posters are **External Audience (all others)(unlimited)**

Almost all poster contain STI so don't check this box

Pick your directorate

Select a department/division/program

Click on **Next**



Choose an Authorized Derivative Classifier from **Choose one** pull down menu

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Because your document was not created within a Designated Unclassified Subject Area (DUSA) and it contains scientific and/or technical information, you must have the Authorized Derivative Classifier (ADC) review it before your document can be uploaded to the IM system. See the help bar to the right for more information.

Authorized Derivative Classifier

Choose an ADC working in the 'Administration & Human Resources Directorate' directorate:

OR if your ADC works in a different directorate, type in your ADC's OUN below:
OUN Name Ext.

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ADC Review Information

IMPORTANT: If your document contains scientific and technical information and was NOT created within a DUSA, you must have your document reviewed by your assigned ADC BEFORE uploading the document to the IM system.

Select the name of the [Authorized Derivative Classifier \(ADC\)](#) who will or has already reviewed your document.

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OR pick a specific ADC reviewer by their name

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Select the appropriate reviewer(s) below so that your document can be routed.

☐ Show all reviewers in your directorate

Directorate Reviewer Choose one

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Directorate Reviewer


Select the directorate reviewer assigned to your department, division, or program area. This reviewer should be familiar with the general subject matter contained in your document. If you are unsure which directorate reviewer to select, please contact your supervisor. You may also use your best judgment on which reviewer is appropriate. Note: If directorate reviewers are assigned documents that they believe they should not review, they can reassign the documents to other reviewers. Authors may also select a different directorate


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
Eudora - [In]




Meeting Mak...



IM:Review...

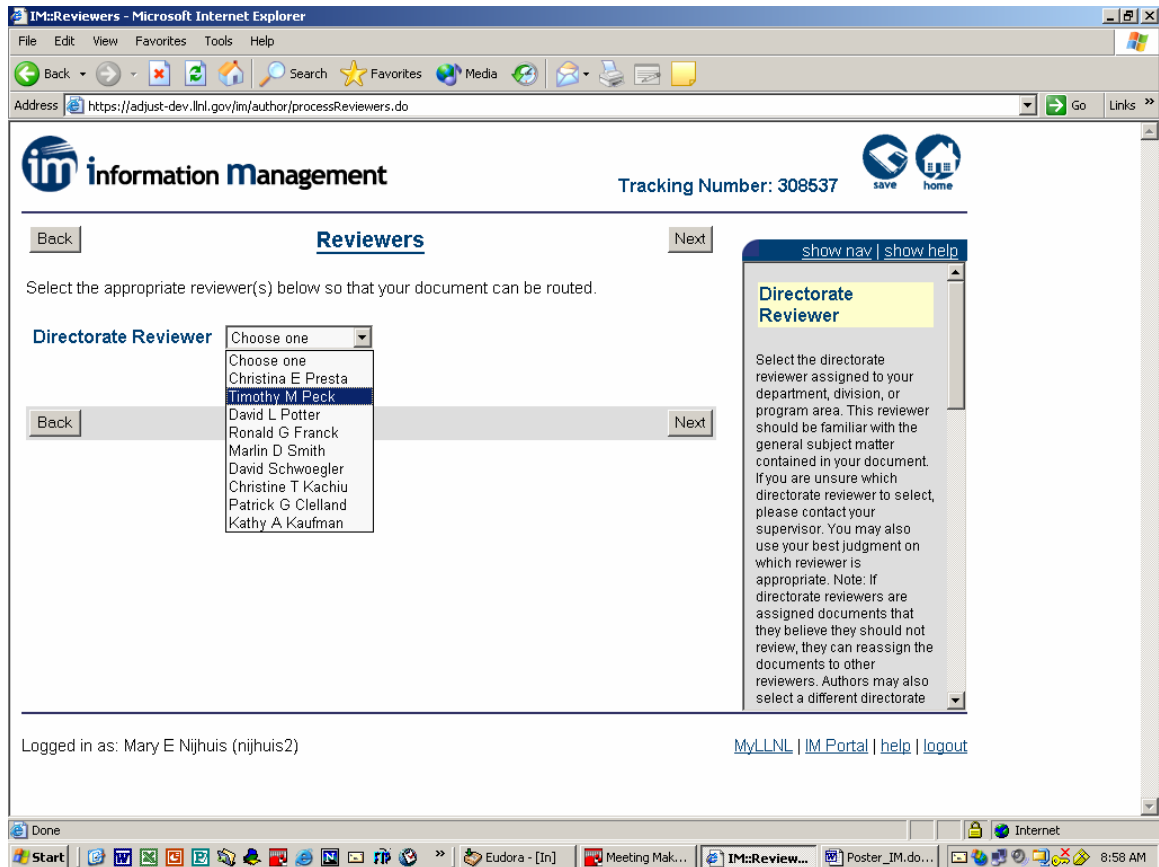


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Internet

8:57 AM



Pick a Directorate Reviewer from the **Choose one** pull down menu

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General Document Information

Because your document requires an ADC review, you cannot enter your title or upload your document at this time, as it may contain classified information. However, you may continue to enter the rest of the document information within the IM system. You will then need to take a copy of your document to your ADC, if you have not done so already. After your ADC has reviewed your document and approved it within the IM system, you will be notified by e-mail and asked to return to the system to provide your document title and upload your document.

Document Type Draft ☐

Contact Information

Author
 OUN Name Ext.

Administrative Contact
 OUN Name Ext.

Alternate Contact
 OUN Name Ext.

Funding Information

Program Account (e.g. 1234-56) Payroll Account (e.g. 7890)

Back Next

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Document Title

Enter the complete title of your document, using title case. Do not use abbreviations. Write out the English equivalent of Greek symbols. Sub- or superscript letters or numbers should be entered as regular text.

Examples: Measurement of the contributions of high-n satellites to the K beta lines of He-like Ar16+; less than or equal to.

Document Type

Select the appropriate document type. Refer to the [Document Guidance](#) table (PDF) for definitions.

Document Type: Poster

Enter **Author**, **Administrative Contact** and **Alternate Contact**

Enter **Program Account** and **Payroll Account**

The cost for the review process is \$60.49 (for FY06)

IM:Contributing Authors - Microsoft Internet Explorer

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Back **Authors** Next

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Authors

Enter all the names of the authors listed on your document and in the same order they appear. Please make sure the names are spelled properly.

Use the following format in title case: first initial, middle initial, last name.

If your author(s) are from an organization not listed in the pull-down list, select "Other" and enter the name of the affiliation.

It is very important to give all authors credit for their work and also enter their names correctly, as this information will be reference in any of the

List the authors of this document in the order they appear on your document (including yourself). Author names must be entered in the following format: "F. M. Last" (without quotes). To delete authors from the list, clear the name field (using the delete or backspace key) and hit "Next."

Name	Affiliation	Complete if "Other" selected
1. N. Rentz	Lawrence Livermore National Laboratory	
2. F. Smith	Lawrence Berkeley National Laboratory	
3. J. Jones	Other	MIT
4.	Lawrence Livermore National Laboratory	

[Add more authors...](#)

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Enter all author in the order that they appear on the poster.

The proper format: F. M. Last

Make sure you pick the appropriate **Affiliation** from the pull down menu

If affiliation is **Other**, remember to list the specific affiliation

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The following information will help Directorate Reviewers and Subject Matter Experts with their reviews.

Laboratory Directed Research and Development Funding

☐ Yes ☒ No LDRD Funding was used on this project.
Tracking #

Only one tracking number may be entered at this time.

Intellectual Property Questions

☐ Yes ☒ No In my opinion, the document describes a new apparatus, new structure, combination of structures, new compositions of matter, or new methods, or a new use of a known apparatus, structure, composition or method, or computer software containing new functionality, or describes any unexpected results.

☐ Yes ☒ No Cooperative Research and Development Agreement (CRADA) information is included in this document.

Export Control Question

☒ Yes ☐ No I consider information in this document to be fundamental research of the same type, level of detail and essential content as basic and applied research in science and engineering, the results of which are ordinarily published and shared broadly within the scientific community. I am asserting that this document could be distributed to an unlimited audience without any proliferation and national security concerns, with no foreseeable adverse impact to any interest in U.S. commercial development of the technology.

Note: By checking "No," you are recommending that your document be reviewed by the Office of Classification and Export Control (OCEC) for export control issues.

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LDRD Funding

Although LDRD projects frequently have multiple tracking numbers, please enter just one at this time. You may select the first reference number in your LDRD document. LDRD tracking number format must be as follows: 99-AA-999 or 99-AAA-999.

IPAC Question

Check "Yes" if your document DOES describe patentable or copyrighted material or contains new information that could potentially be patentable or copyrighted.

If you are unsure whether

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Only one tracking number may be entered at this time.

Intellectual Property Questions

☐ Yes
☒ No

☐ I Don't Know

In my opinion, the document describes a new apparatus, new structure, combination of structures, new compositions of matter, or new methods, or a new use of a known apparatus, structure, composition or method, or computer software containing new functionality, or describes any unexpected results.

☐ Yes
☒ No

Cooperative Research and Development Agreement (CRADA) information is included in this document.

Export Control Question

☒ Yes
☐ No

I consider information in this document to be fundamental research of the same type, level of detail and essential content as basic and applied research in science and engineering, the results of which are ordinarily published and shared broadly within the scientific community. I am asserting that this document could be distributed to an unlimited audience without any proliferation and national security concerns, with no foreseeable adverse impact to any interest in U.S. commercial development of the technology.

Note: By checking "No," you are recommending that your document be reviewed by the Office of Classification and Export Control (OCEC) for export control issues.

National Ignition Facility Question

☐ Yes
☒ No

Does your document contain any National Ignition Facility (NIF) derived/related data or information?

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Some documents require tracking number format must be as follows: 99-AA-999 or 99-AAA-999.

IPAC Question

Check "Yes" if your document DOES describe patentable or copyrighted material or contains new information that could potentially be patentable or copyrighted.

If you are unsure whether

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Back **Distribution** Next

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Does your document contain any [Unclassified Controlled Information \(UCI\)](#)? [?](#)

☐ Yes ☒ No ☐ I don't know

If "yes", indicate the type(s) of UCI in your document and the cover and marking(s) you've included within your document:

- ☐ Unclassified Controlled Nuclear Information (UCNI)
- ☐ Official Use Only (OUO)
 - ☐ Exemption 2, Circumvention of Statute
 - ☐ Exemption 3, Statutory Exemption
 - ☐ Exemption 4, Commercial/Proprietary
 - ☐ Exemption 5, Privileged Information
 - ☐ Exemption 6, Personal Privacy
 - ☐ Exemption 7, Law Enforcement
 - ☐ Exemption 8, Financial Institutions
 - ☐ Exemption 9, Wells
- ☐ Naval Nuclear Propulsion Information (NNPI)
- ☐ Export Controlled Information (ECI)
- ☐ Applied Technology (AT)
- ☐ Reactor Safeguards Information (RSI)
- ☐ Confidential Foreign Government Information - Modified Handling Required (C/FGHMOD)

Distribution

Based on the document type and intended audience you've selected, your document will be released and distributed to the storage and retrieval areas indicated. Documents Online (Internal): Documents within the Internal Documents Online are available only to Laboratory employees, supplemental laborers, and contractors who have access to the [Internal Library Web site](#). Documents Online (External): Documents within the External Documents Online are available to the general public and the entire scientific community through the [external LLNL Library Web site](#). Office of Scientific and Technical Information

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9:05 AM

Your poster cannot contain any UCI.

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Back **Comments & Review Form** Submit

Comments/Additional Instructions

Provide any additional comments or instructions that would be helpful to your reviewers.

Examples:

- Name of directorate IPAC representative who has reviewed this document.
- Whether the information in this document has been reviewed previously in another format (e.g., a viewgraph).

Distribution

Your document will not be distributed.

Review Form

Now check all the information you've entered in the form using the "show nav" links in the window to the right. You may skip to any screen to verify your input. When everything is correct, return to this screen and click the "Submit" button.

Back Submit

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Comments

Authors may provide additional comments and/or instructions that may be beneficial to the directorate or institutional reviewers. These notes must be unclassified.

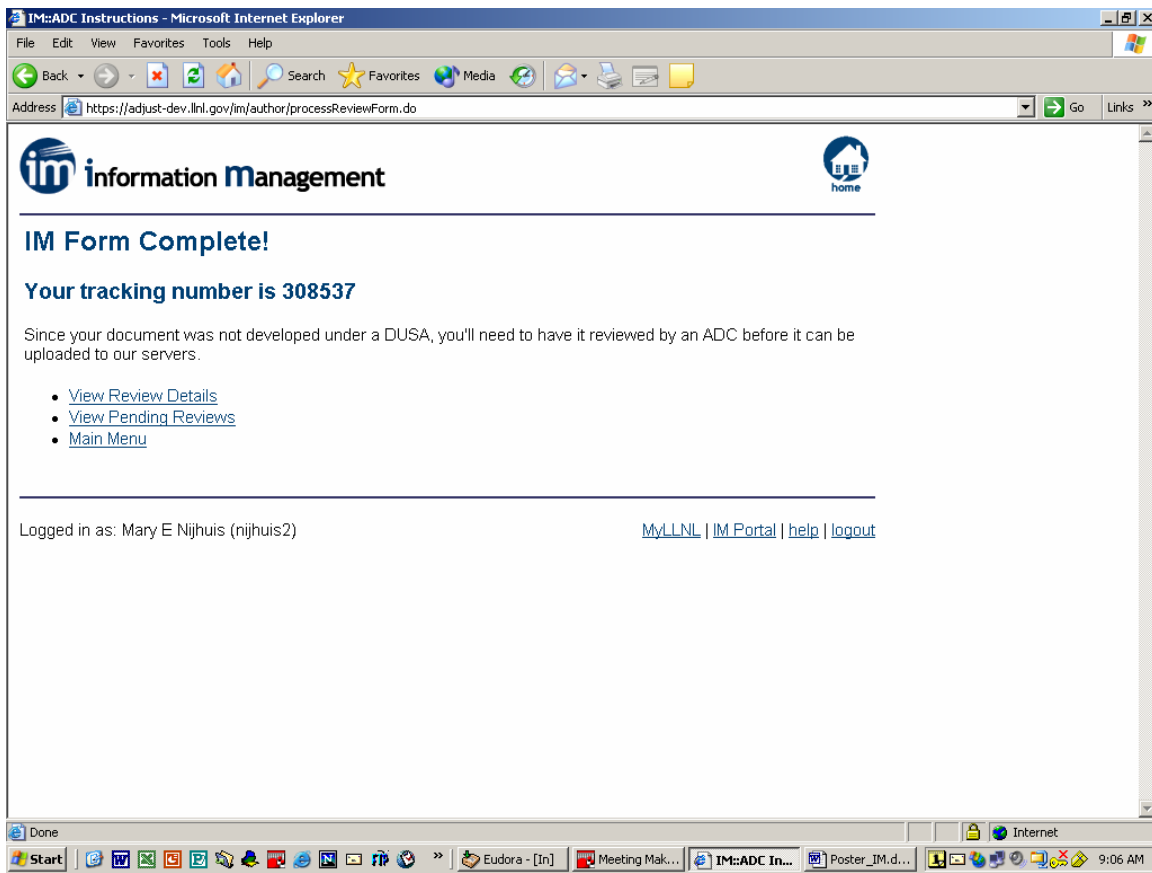
Review Form

It is very important to review the information you've entered into the IM system. Select the "show nav" link above and check through each screen to assure the metadata is complete, free of spelling errors and abbreviations.

Check, in particular, that the:

If you have any specific comments or additional information, put it in the box

Click on "Submit"



You have finished entering your poster into the IM system for review.

You can track your document at anytime.

You must be ready to enter your title and upload your PDF* file when you receive the e-mail requesting this action, unless your poster falls under a DUSA then you already entered your title and uploaded your PDF file.

If you need to contact any of the review organizations . . .

OCEC	2-4402
IPAC	2-7959 or 3-5035

If you need any help with the IM system, call 2-IM4U (2-4648)

*NOTE: Remember to convert your .ppt to PDF before uploading into the IM system. The converter on the IM system is not robust enough to convert poster.